

READ THESE INSTRUCTIONS THOROUGHLY

STATE OF MINNESOTA

Board of Architecture, Engineering, Land Surveying Landscape Architecture, Geoscience, and Interior Design
85 E 7th Place, Suite 160, St. Paul, MN 55101, www.aelslagid.state.mn.us

PROCEDURES FOR APPLYING FOR ADMISSION TO THE FUNDAMENTALS OF SURVEYING (FS) EXAMINATION

The Fundamentals of Surveying examination is a computer-based exam given during four, two-month long testing windows. The examinations are administered by NCEES Examination Services at Prometric test sites throughout the United States. **You must apply and obtain approval from the Minnesota Board to sit for the examination BEFORE registering with NCEES for the examination.**

1. Read the qualifications for admission to the Fundamentals of Surveying Examination (MN Rule 1800.3505, Subp. 2) on the Board's website, www.aelslagid.state.mn.us.
2. Complete the Application for Admission to the FS Examination in this application packet. Read the instructions carefully and **submit the application with the required application fee of \$25.00** (made payable to the MN Board of AELSLAGID).

New applicants must submit official transcript(s) of credits from ALL college, universities and/or technical schools attended. Official transcripts must arrive at the Board office in a sealed envelope directly from the school.

3. If you were previously approved to take the FS exam, but did not pass or did not take the exam, you must submit a new application to the Minnesota Board with a new application fee. Include updated transcripts, if applicable.
4. Once your application, fee, required transcript(s), and transcript evaluation (if applicable) have been received and reviewed by the Board, a letter will be sent informing you of approval or denial for admission to the exam.
5. If your application is approved, you will be instructed to register online with the exam administrator, NCEES Exam Administration Services. It is your responsibility to register with NCEES Exam Administration Services after obtaining Board approval. **DO NOT REGISTER WITH NCEES BEFORE RECEIVING BOARD APPROVAL OR YOU WILL NOT BE ADMITTED TO THE EXAM AND MAY FORFEIT YOUR EXAM REGISTRATION FEE.**
 - Examination windows are determined by NCEES. Currently, examinations will be administered in January/February, April/May, July/August, and October/November.
 - After obtaining approval from the Minnesota Board to take the examination, you may sit for the exam during any examination window. (For example, if you apply and obtain approval from the Board in February, you can wait to take the exam until October if you wish). **If you do not sit for the examination within one year of obtaining approval, your application expires and you must submit a new application to the Board.**

- Your application is good for **one examination attempt**. If you fail the examination, you **MUST** submit a new application to the Board and obtain approval to sit for the exam before registering with NCEES to retake the examination.
- Applicants may not retake a failed examination within the same examination window (e.g. if you fail the exam in April, you cannot retake it in May) and may not take the examination more than three times in a rolling 12-month period.

CONTACTS

MN Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (Board of AELSLAGID);

Leama Sather: 651-757-1518; leama.sather@state.mn.us

85 E. 7th Place, Suite 160, St. Paul, MN 55101, www.aelslagid.state.mn.us

NCEES Examination Services: 1-877-536-7729; www.NCEES.org

EXAMINATION MATERIALS

The National Council of Examiners for Engineering and Surveying (NCEES) has examination study material to assist in preparation for the exam. Applicants may download subject content, calculator policy, and study guide material directly from the NCEES

website: www.ncees.org/exams/fundamentals.

SPECIAL ACCOMMODATIONS

Information regarding accommodation requests based on religious beliefs and practices and requests under the Americans with Disabilities Act (ADA) is posted on the NCEES website, www.ncees.org, under Special Testing Accommodations. Check the website for request deadlines.

STATE OF MINNESOTA
BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING,
LANDSCAPE ARCHITECTURE, GEOSCIENCE AND INTERIOR DESIGN
85 EAST 7TH PLACE, SUITE 160, ST. PAUL, MINNESOTA 55101-2113
Phone: (651) 296-2388 HEARING IMPAIRED • 1-800-627-3529

FOR BOARD'S USE ONLY
Application Number
Date Application Received

**Application for Admission to the Fundamentals
of Surveying Examination**

FOR BOARD'S USE ONLY
Application Fee \$
Date In-Training Status Recorded

DATA PRACTICES ACT WARNING

The data which you furnish on this form will be used by the Minnesota State Board of AELSLAGID to assess your qualifications for examination. You are not legally required to provide this data; however, if you fail to do so, the Board of AELSLAGID may be unable to process this application. After issuance of an In-Training Certificate, the information contained in this application will be public information, pursuant to Minnesota Statutes, Chapter 13. Under Minnesota Statutes, Chapter 13, Social Security Numbers are not public information.

A \$25 application fee must accompany your application.
Make checks payable to: MN Board of AELSLAGID. Do NOT send cash.

1. Personal Information:

Are you or your spouse an active member of the U.S. military? ☐ No ☐ Yes (priority processing)

Last Name	First Name	Middle Name	Social Security Number (Required)	
Former Name		Gender Male Female	Date of Birth (month, day, year)	
Mailing Street Address		City	State	Zip Code
Is Mailing Address Home or Business?	Business Name (if applicable)	Contact Phone Number		

2. Education

Name and Location of Institution:	Month and Year		Date of Grad.	Degree Received
	From	To		
For those who have not yet graduated:		What is your expected date of graduation?	What is the degree to be obtained?	

3. Additional Information:

Are you currently licensed with the Minnesota Board in another profession? _____ Yes _____ No	License Number (if applicable)	Profession (if applicable)		
Have you previously applied to the Minnesota Board for examination or licensure? _____ Yes _____ No	Date of most recent application	For which profession or examination?	Under what name?	

4. Applicant's Signature: _____ **Date:** _____

Board Member Signature:

Recommend Denial

Date

Recommend Approval

Date

A BRIEF SUMMARY OF YOUR RIGHTS UNDER THE AMERICANS WITH DISABILITIES ACT

INTRODUCTION

The Americans with Disabilities Act ("ADA") covers "public entities." The Board is a "public entity" covered by the ADA. The Board may not refuse to allow a person with a disability to take the examination simply because the person has a disability. It must permit persons with disabilities to take the examination in an integrated setting unless separate or different measures are necessary to ensure equal opportunity. It must eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to take the examination.

WHO IS COVERED?

The ADA provides comprehensive civil rights protection for "qualified individuals with disabilities." An "individual with a disability" is a person who: 1) has a physical or mental impairment that substantially limits a "major life activity," 2) has a record of such an impairment, or 3) is regarded as having such an impairment. "Major life activities" include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Individuals who currently engage in the illegal use of drugs are not protected by the ADA when an action is taken on the basis of their current illegal use of drugs.

A "qualified" individual with a disability is one who meets the essential eligibility requirements for the examination. The Board is not required to take any action that would result in a fundamental alteration in the nature of the examination or an undue financial and administrative burden. However, the Board must take any other action, if available, that would not result in a fundamentals alteration or undue burdens but would ensure that individuals with disabilities receive the benefits or services.

WHAT IS REQUIRED?

The Board is required to make reasonable modifications in any policies, practices, and procedures that deny equal access to individuals with disabilities, unless a fundamental alteration in the examination would result. To do so, it must furnish auxiliary aids and services when necessary to ensure effective communication, unless an undue burden or fundamental alteration would result. The Board may not place special charges on individuals with disabilities to cover the costs of measures necessary to ensure nondiscriminatory treatment, such as making modifications required to provide program accessibility or providing qualified interpreters. Finally, it must operate the examination so that, when viewed in its entirety, it is readily accessible to and usable by individuals with disabilities.

Integration of individuals with disabilities into the mainstream of society is fundamental to the purposes of the ADA. The Board may not provide the examination to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective. Even when separate programs are permitted, an individual with a disability still has the right to choose to participate in the regular program. The Board cannot require an individual with a disability to accept a special accommodation or benefit if the individual chooses not to accept it.

QUESTIONS?

If you have any questions about the ADA we encourage you to call the United States Department of Justice, which has an ADA information line, at (202) 514-0301 (voice) or (202) 514-0381/0383 (TDD). These telephone numbers are not toll-free numbers.

INFORMATION FORM FOR APPLICANTS WITH DISABILITIES

General Information

If you are a person with a disability, you may have certain rights under the Americans with Disabilities Act ("ADA"). A brief summary of these rights is on the back of this sheet. It is not meant to be complete. If you have any questions about your rights under the ADA we encourage you to call the United States Department of Justice, which has an ADA Information Line, at (202) 514-0301 (voice) or (202) 514-0381/0383 (TDD). These telephone numbers are not toll-free numbers.

Alternative Arrangements

The ADA require this agency to make "reasonable accommodation" for applicants with disabilities in giving this examination. If you are a person with a disability which may affect your ability to enter the examination facility or to take any portion of the examination, the ADA may require us to provide alternative examination arrangements. **We are not required to do so if we are unaware of your need for accommodations.** We ask that you inform us of any alternative arrangement you may require to take this examination. Please complete the following information:

NAME: _____
(Last) (First) (MI)

Mailing Address: _____
(Number and Street) City State Zip Code

Name of Examination: _____

Date of Examination: _____

Examples of reasonable accommodations include, but are not limited to: readers, oral interpreter or enlarged print. Describe in detail your request for "reasonable accommodations" (Please use additional paper, if necessary):

Location: (if other than scheduled exam site): _____

Type of accommodation (reader, hearing impaired, etc.): _____